

South Jordan City

Job Description

Title: Part-time Staff Attorney
Org: 100160
Pay Grade: 24

Effective Date: 9/10/19
FLSA: Non-exempt/Professional
Workers Comp: Municipal

GENERAL PURPOSE

Perform professional and complex legal work for the City and represent City officials and departments exercising a high degree of professional judgment and skill. Perform work in accordance with general policies.

SUPERVISOR

City Attorney

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Perform all work in a manner consistent with the South Jordan City Mission Statement, Strategic Priorities, and Service Values.

Formulate, develop, and carry out all work within applicable City policies and applicable law.

Job attendance is required, except for authorized leave.

Perform complex civil and criminal law functions for the City including legal research and analysis of legal positions.

Identify and apply complex legal principles and precedents to specialized problems and issues.

Represent, advise and consult with the Mayor and City Council, City Manager, department heads, City employees, City commissions, boards, and committees as assigned.

Represent the City in civil and criminal proceedings in all federal and state courts and before administrative agencies, including preparing pleadings, briefs, oral arguments, trial and settlement negotiations.

Prepare and review legal documents including ordinances, resolutions, contracts, leases, memoranda, advisory opinions, complaints, informations, warrants and subpoenas.

Attend daytime and evening meetings of the City Council and other City commissions and boards where assigned.

Meaningfully engage with City teams and team members in the coordination and performance of all work activities.

Meet performance standards established by the City Attorney.

Perform other duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from a recognized college of law with a J.D. or L.L.B. degree; AND a minimum of one to three (1-3) years of full-time paid employment in the practice of state and local government law, including litigation and transactional experience.

OR

B. Graduation from a recognized college of law with a J.D. or L.L.B. degree; AND additional experience that in the opinion of the City would meet the needs of this position.

2. Special Qualifications:

Utah State Bar membership

Admitted to practice before State and Federal Courts.

Municipal law experience preferred.

Valid Utah Class D driver license

3. Knowledge, Skills, and Abilities:

Knowledge of law affecting municipalities, municipal employees, ethical principles, municipal organizations, function and authority of various City departments.

Ability to use discretion and independent judgment; research and resolve complex legal issues in sophisticated and rapidly changing principles of law; apply legal principles to complex factual situations; draft contracts, ordinances, resolutions and other documents as needed for the governing body and City staff; take requests by departments and translate requests into legal terminology with sufficient clarity to withstand court challenges; assign risks for negligence and failure to perform contract duties where damage risk ranges from a few hundred dollars to hundreds of thousands and more and where serious injury could result from a party's negligence; make recommendations in matters of serious financial or practical consequence or involving the welfare of lives and property; negotiate and mediate effectively; maintain professional confidences; constructively and creatively solve problems and resolve disputes; and represent the City with decorum in a manner which promotes public confidence in the City, its officials and employees.

Ability to operate personal computer and Microsoft products.

Ability to effectively counsel, persuade, and inform others regarding City operations, policies and needs, under close scrutiny of the public, press, political interests, courts and other agencies of government; respond impromptu, examine witnesses effectively, and argue persuasively, often under hostile and stressful circumstances; relate positively and professionally with legal counsel, judicial, administrative, and legislative officials, co-workers, and members of the general public; exhibit patience and empathy with persons holding hostile or opposing views; make frequent contacts with executives on matters requiring explanations and discussions and daily contact with other City staff requiring tact and judgment to avoid friction; develop effective working relationships with court officials, employees, and with other local, state and federal government, quasi-government, and private organizations, and where requested by the City Attorney, represent the City with such groups.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Continuous talking, hearing, and seeing required in the normal course of performing the job. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating

thinking, and creative problem solving in stressful situations. Periodic travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Exempt	EEO-4 Class:	Prof
Location:	Legal	EEOP Class:	Prof
Group/BU:	Part-time General Pay Plan	Tech-Net Match:	1004